ITEMPO
Online System
User's Guide (Part 2)

Version 1.2
22 March 2004

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ITEMPO Online System

Builder's Guide (Part 2)

Builders - PMXB

- This is an example of a Cancel ITEMPO Begin Individual transaction.
- The UIC or SSN must be provided in the UIC or SSN field. In this case, a UIC has been entered.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

Builders - PMXB

- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the start date of the event you wish to cancel.

Builders - PMXB

- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.
- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.
- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXB

- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first five letters of the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to cancel their begin ITEMPO event.

Builders - PMXB

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXB

- This is the verification screen, showing the information provided for the PMXB (Cancel Individual ITEMPO Begin) transaction.

- Use the 'back button' to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXB

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PMXB

- This is an example of a Cancel Individual ITEMPO Begin transaction. In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

Builders - PMXB

- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.
- Pull down screens are provided to enter the start date.
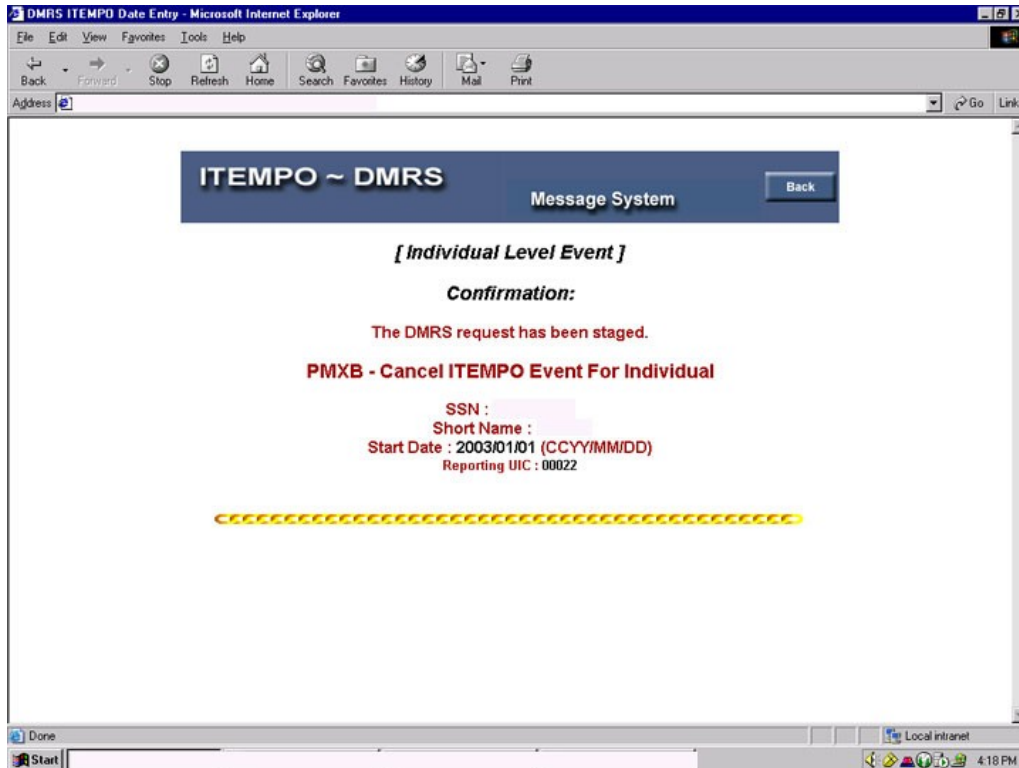
Builders - PMXB

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXB

- This is the verification screen, showing the information provided for the PMXB (Cancel Individual ITEMPO Begin) transaction.
- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXB

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PMXE

- This is an example of a Cancel ITEMPO End Individual transaction.
- The UIC or SSN must be provided in the UIC or SSN field. In this case, a UIC has been entered.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.
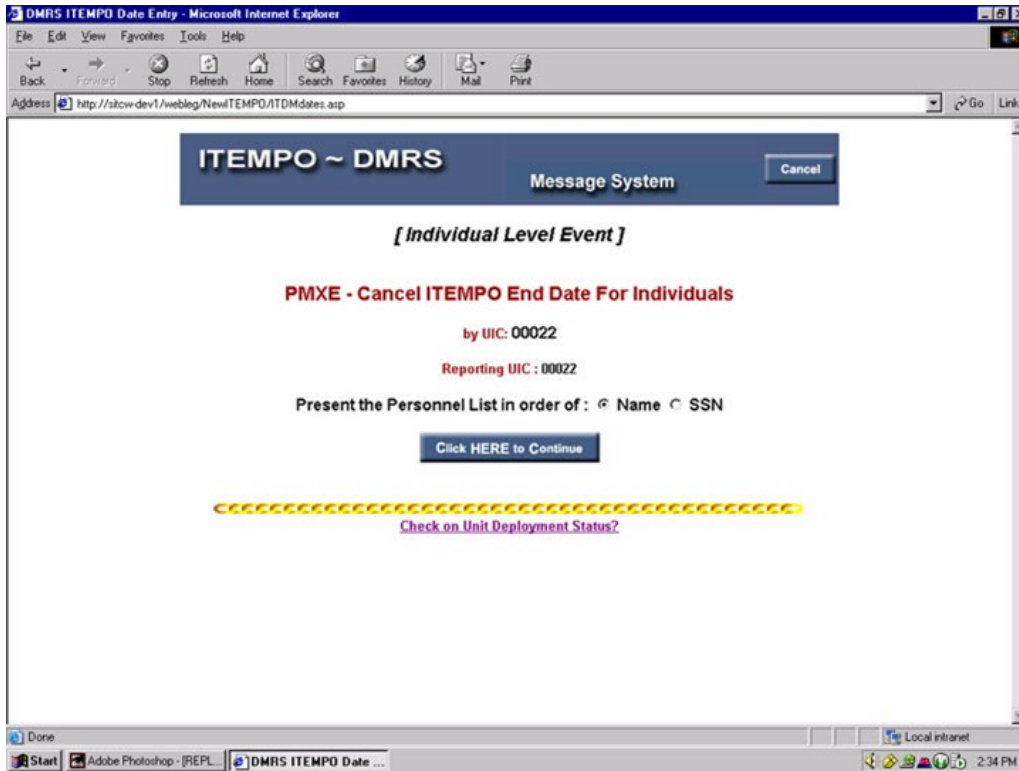
Builders - PMXE

- If a UIC was provided in the previous screen, this screen is displayed.
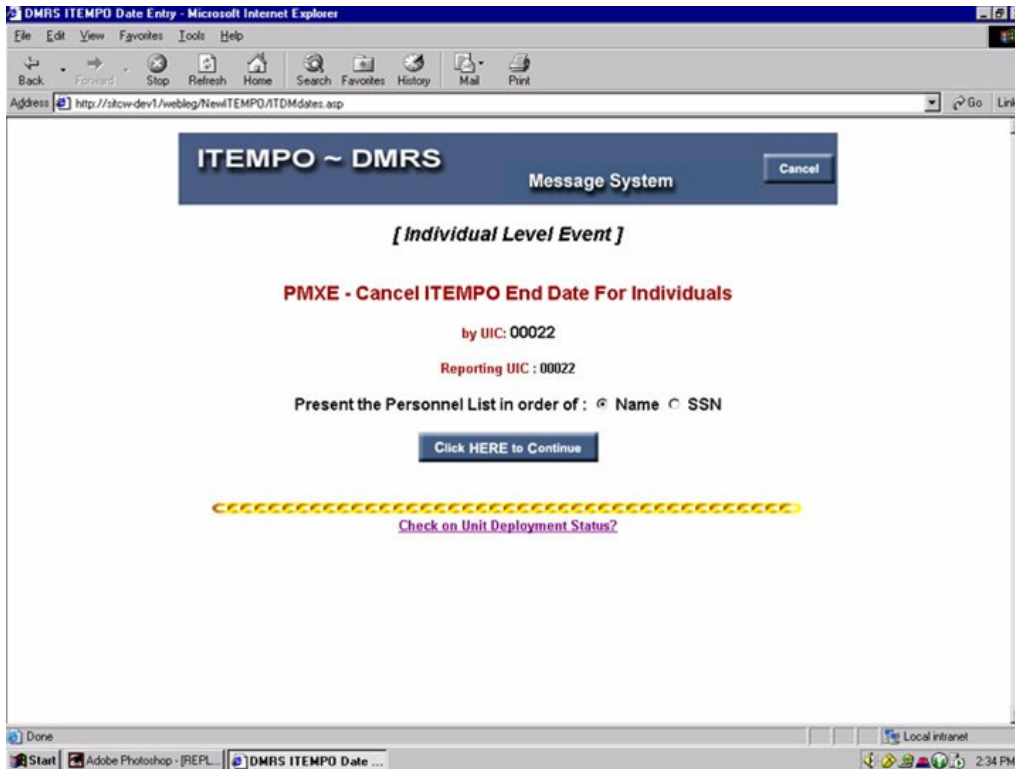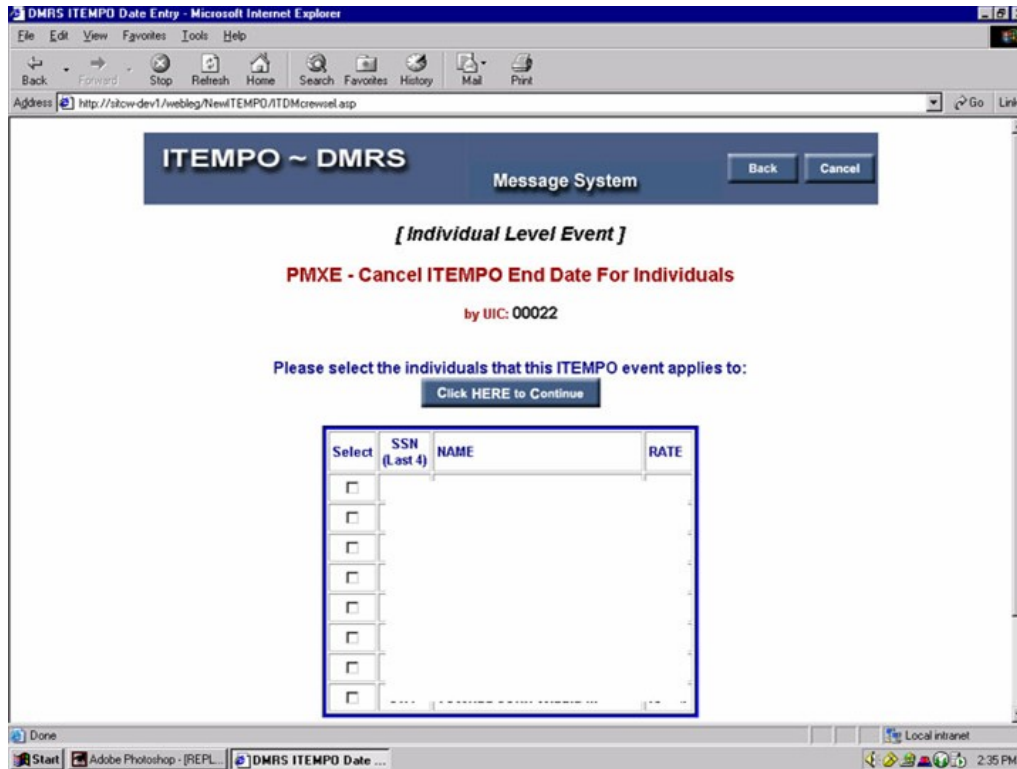- Shown is the requested event and the UIC to be reported on and to be reported by.
- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.

Builders - PMXE

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

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Builders - PMXE

- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first five letters of the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to cancel their last closed event.

Builders - PMXE

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXE

- This is the verification screen, showing the information provided for the PMXE (Cancel Individual ITEMPO End) transaction.

- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

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Builders - PMXE

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PMXE

- This is an example of a Cancel Individual ITEMPO End transaction. In this case an SSN is being provided.

- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.

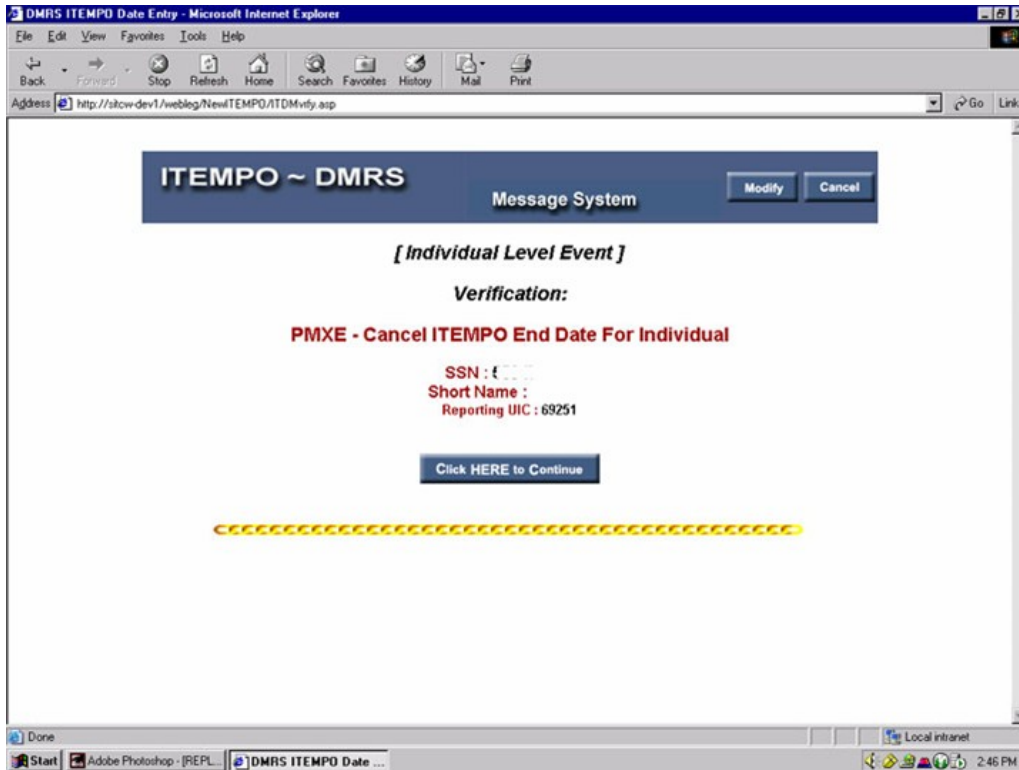- The UICs will be checked as being valid.

Builders - PMXE

- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.

- Use the 'Cancel' button to return to the previous screen – or click the 'Click HERE to Continue'.
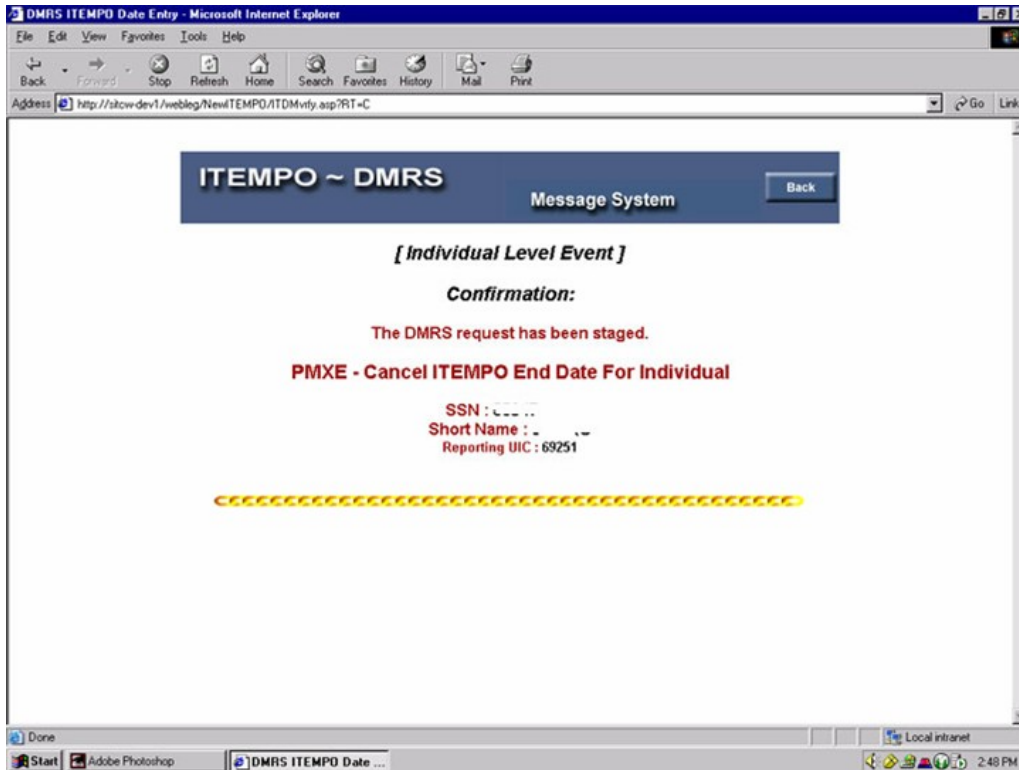
Builders - PMXE

- This is the verification screen, showing the information provided for the PMXE (Cancel Individual ITEMPO End) transaction.

- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMXE

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PMDO

- This is an example of an Individual Omitted ITEMPO transaction.

- The UIC or SSN must be provided in the UIC or SSN field. In this case, a UIC has been entered.

- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.

- The UICs will be checked as being valid.

Builders - PMDO

- If a UIC was provided in the previous screen, this screen is displayed.
- Shown is the requested event and the UIC to be reported on and to be reported by.
- Pull down screens are provided to enter the ITEMPO start date and the ITEMPO end date.

Builders - PMDO

- Also, radio buttons are provided to select from a Unit Personnel List by Name or SSN.

- As of now, ITEMPO type reported is only deployed, so the radio button here is fixed.

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMDO - Categories

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See Pages 44-45 for a list of all valid ITEMPO category codes and definitions.

Builders - PMDO - Purposes

- ITEMPO purposes are used to further define the type of deployment.

- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.

- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.

- See Pages 47-51 for a list of all valid ITEMPO purpose codes and definitions.

Builders - PMDO

- The Unit Personnel List will show all personnel assigned to the UIC according to the Navy HQ Personnel Master files.
- The last four of the SSN; the last name and first five letters of the first name; and the Rank/Rate will be displayed in SSN or Name order.
- Mouse click on the 'Select' box for those individuals to submit an omitted event.

Builders - PMDO

- Use the back button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMDO

- This is the modify ITEMPO Type Code Screen.
- It is available to permit changing an individual's deployed/non-deployed status. Currently all statuses should be left as deployed.
- It may also be used to change ITEMPO category and purpose.

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Builders – PMDO – Duty UIC

- The modify ITEMPO Type Code Screen is also used to select the Duty UIC for the members in the PMDB transaction.
- Two methods are available for Duty UIC selection:
  - Select Duty UIC to apply to all personnel, or
  - Specify Duty UIC by member (if some members have a different Duty UIC than others in the transaction).

Builders - PMDO – Duty UIC

- Three options are available for entering Duty UIC:
  - Same as assigned
  - Lookup UIC
  - Enter a NAVY UIC.

Builders - PMDO – Duty UIC

- A different Duty UIC can be entered or looked up for each member of the transaction.
- Select the desired option and 'Click HERE to Continue'

Builders - PMDO – Duty UIC
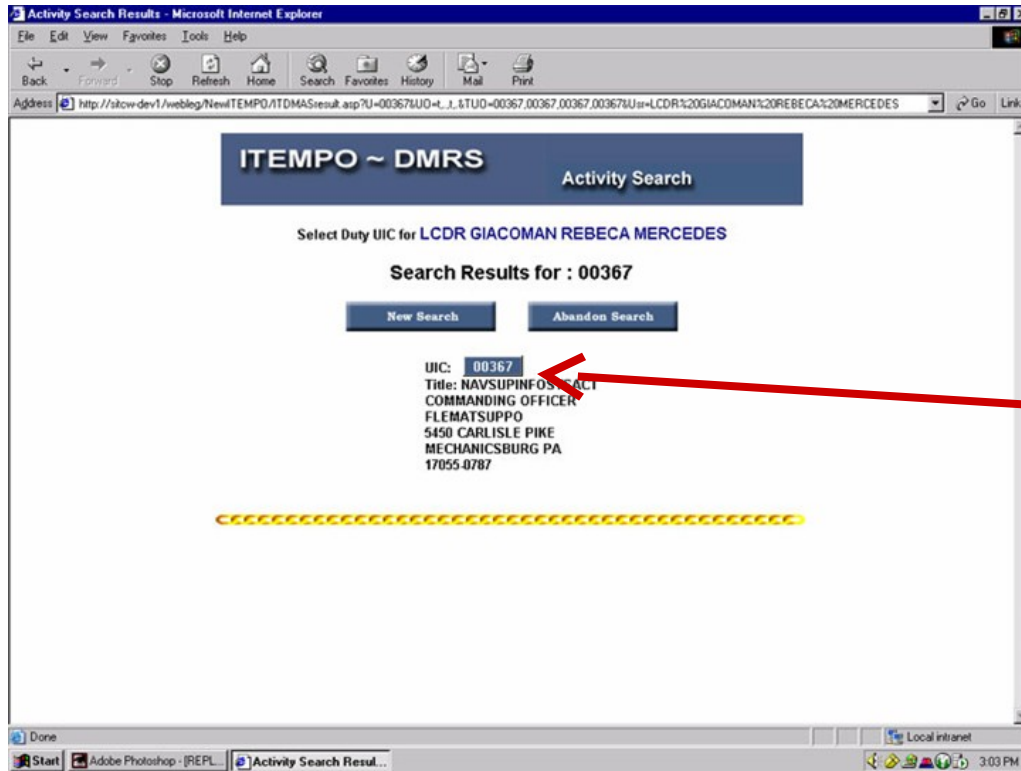
- This screen is displayed when the UIC number is entered in the 'Enter a NAVY UIC' block at the MEMBER or UNIT selection level.

- Select the UIC button in the address entry to confirm this UIC.

- Select 'New Search' to search for a UIC.

Builders - PMDO – Duty UIC

- This screen is displayed when the 'Lookup NAVY UIC' option is selected from the MEMBER or UNIT selection level.

- Enter search criteria in the 'UIC String' or 'ADDRESS String' block.

- Select 'Find UIC or Address' to search for a UIC.

Builders - PMDO – Duty UIC
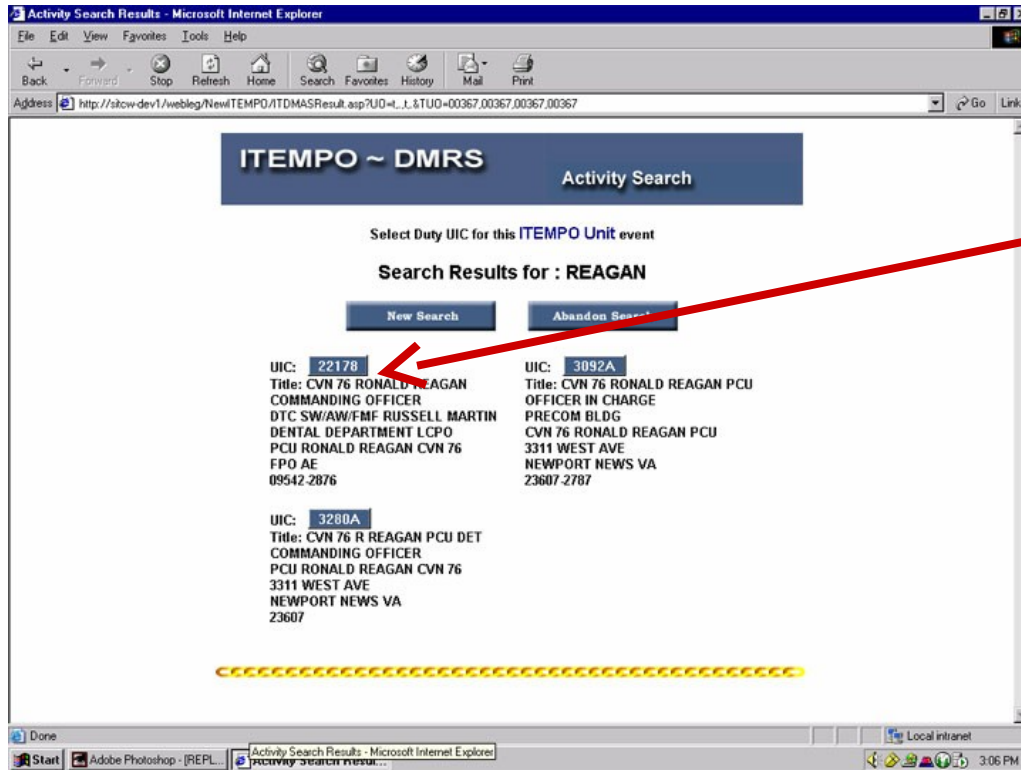
- Example screen returned based on activity search string.
- Select the desired UIC by selecting the UIC button in the address.
- Select 'New Search' to try new search criteria if the desired unit is not listed.
- Select 'Abandon Search' if the UIC cannot be found and should be considered a 'non-NAVY' UIC.

Builders - PMDO – Duty UIC (Non-Navy)

- This screen is displayed if 'Abandon Search' is selected.
- The Duty UIC is marked as a "NON-Navy" UIC.

Builders - PMDO – Duty UIC (Non-Navy)

- There is currently no capability to search for other than NAVY units.
- If the Duty UIC is to a non-Navy UIC, enter 'ZZZZZ' (5 Z's) in the 'Enter a NAVY UIC' field.
- Select 'Click HERE to Continue'.

Builders - PMDO – Duty UIC (Non-Navy)
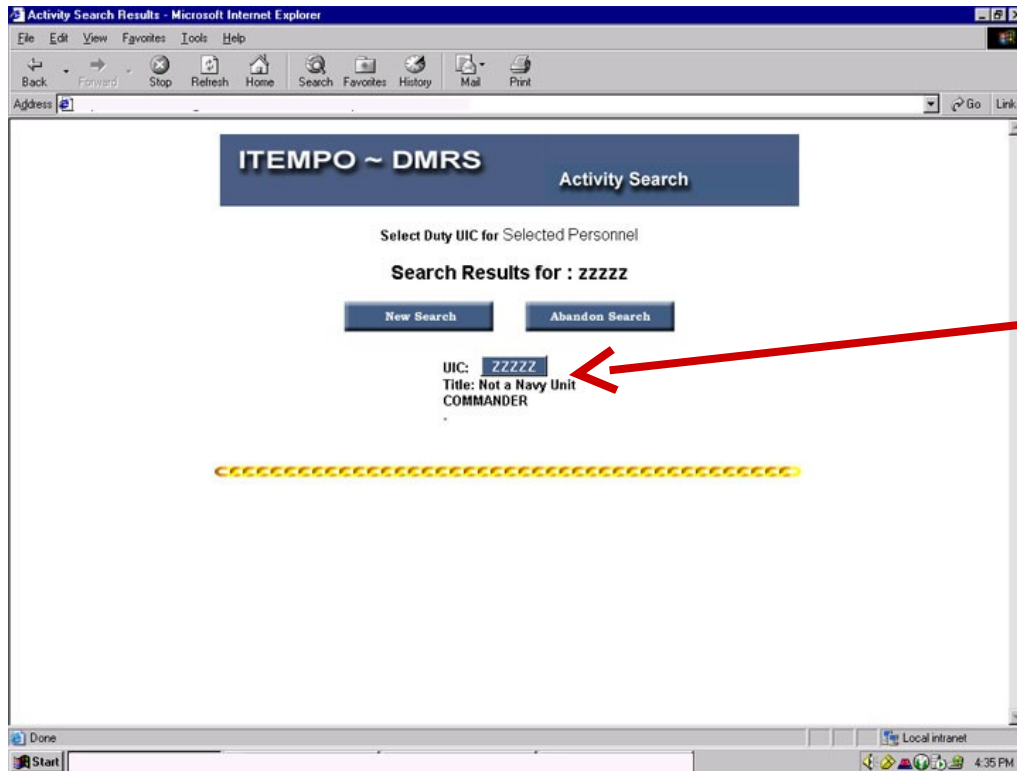
- Example activity search verification screen showing the 'non-Navy' Duty UIC selection.
- Click the ZZZZZ UIC link to select the non-Navy UIC option.

Builders - PMDO

- This is the verification screen, showing the information provided for the PMDO (Omitted Individual Event) transaction.
- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMDO

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.
- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PMDO

- This is an example of an Omitted Individual ITEMPO Event transaction.
- In this case an SSN is being provided.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

Builders - PMDO

- Shown is the requested event, the SSN and Short Name of the individual being reported on and the UIC to be reported by.

- Pull down screens are provided to enter the start date and end date.

Builders - PMDO

- Also provided is an ITEMPO Type radio button. As of now, only deployed ITEMPO events are processed, so the radio button here is fixed.

- Use the 'Cancel' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMDO - Categories

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.

- Every deployment is broken down into categories and further defined into different purposes.

- See Pages 44-45 for a list of all valid ITEMPO category codes and definitions.

Builders - PMDO - Purposes

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See Pages 47-51 for a list of all valid ITEMPO purpose codes and definitions.

Builders - PMDO – Duty UIC

- Three options are available for entering Duty UIC:
  - Same as assigned UIC (unit UIC for unit events or member's Permanent Duty Station for individual events)
  - Lookup a Navy UIC
  - Enter a Navy UIC.
- Select the desired option and 'Click HERE to continue'
- A fourth option:
  - Not a Navy UIC is **not available for initial selection.** The "Lookup Navy UIC" option must be utilized first.

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Builders - PMDO – Duty UIC

- If the exact 5-character UIC number is known, it may be entered in the 'Enter a NAVY UIC' block.

Builders - PMDO – Duty UIC Not Found
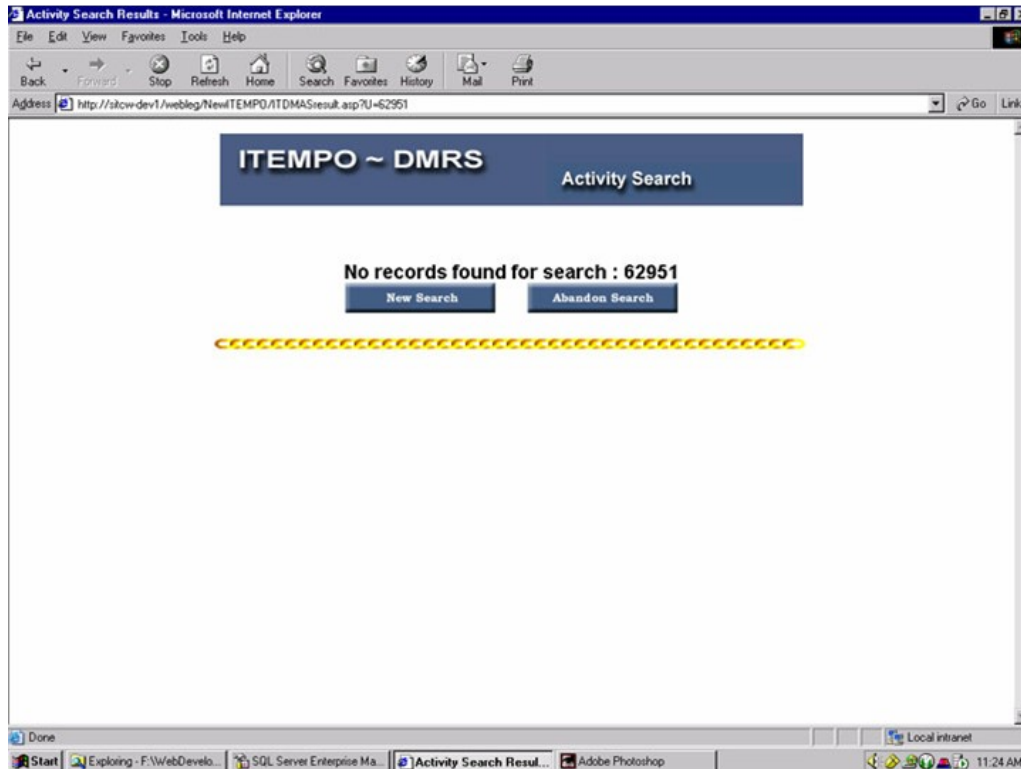
- If the UIC number entered does not match an entry in the NAVY address file, this screen will be displayed.

- Select 'BACK' to return to the activity search page.

Builders - PMDO – Duty UIC Search

- If the 'Lookup Navy UIC' option is selected, this screen is displayed.
- Search of the unit number field or unit address data is possible. Enter the string to search for in either the 'UIC String' field or 'ADDRESS String' fields.

Builders - PMDO – Duty UIC Search
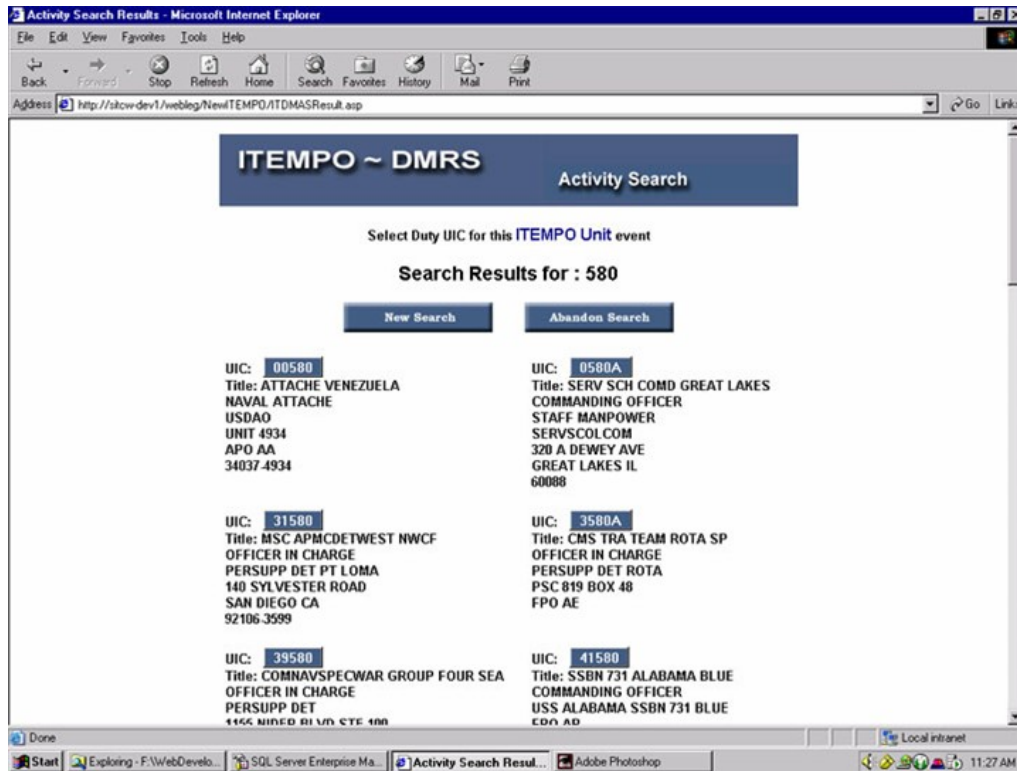
- This is a sample screen that will be returned on a 'UIC' search.
- Select the desired unit by clicking on the UIC button in the address entry.
- If the desired unit is not listed, select 'New Search' to enter new search criteria.
- Select 'Abandon Search' to stop searching and mark this Duty UIC as a 'non-NAVY' UIC.

Builders - PMDO

- This is the verification screen, showing the information provided for the PMDO (Omitted Individual ITEMPO Event) transaction.

- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PMDO

- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PANV

- This is an example of an Access for Current Navy Personnel transaction.
- A valid SSN of a Navy member is required.
- The reporting UIC **must be** the UIC of the individual who will be **releasing the message**.
- The UICs will be checked as being valid.

Builders - PANV

- Shown is the requested event, the SSN and Short Name and Rank / Rate of the individual for whom access is being requested and the UIC to be reported by.
- Also, the UIC for which the access is being requested must be entered. Any valid UIC is acceptable.

Builders - PANV
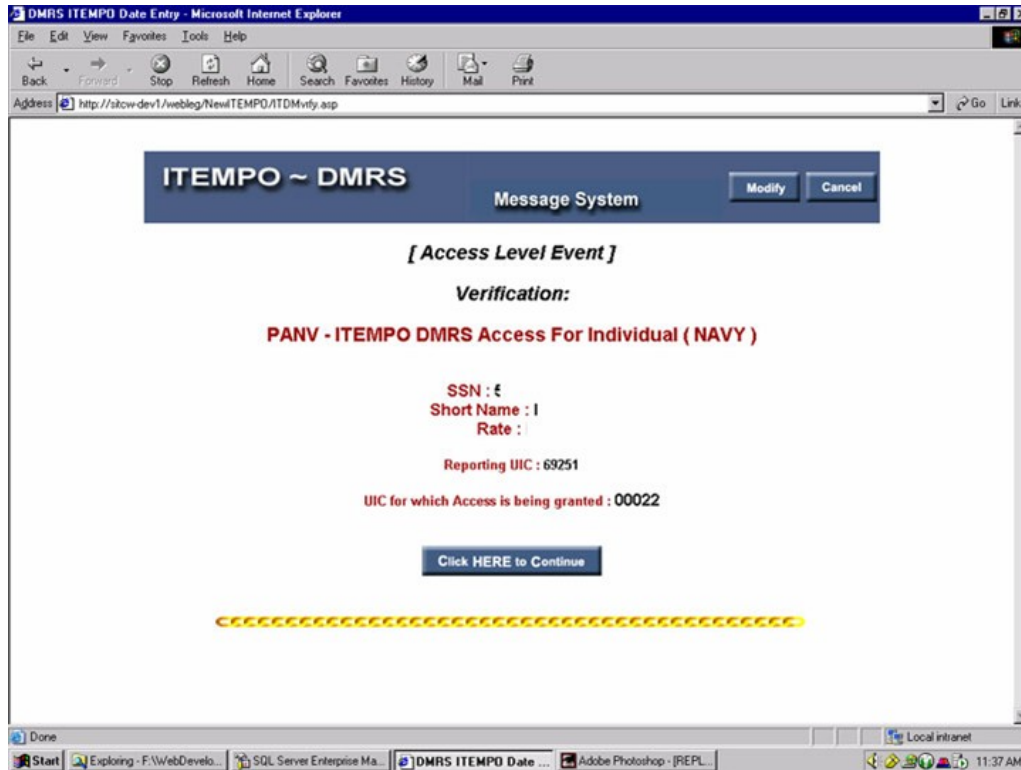
- This is the verification screen, showing the information provided for the PANV (Individual Access) transaction.
- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PANV
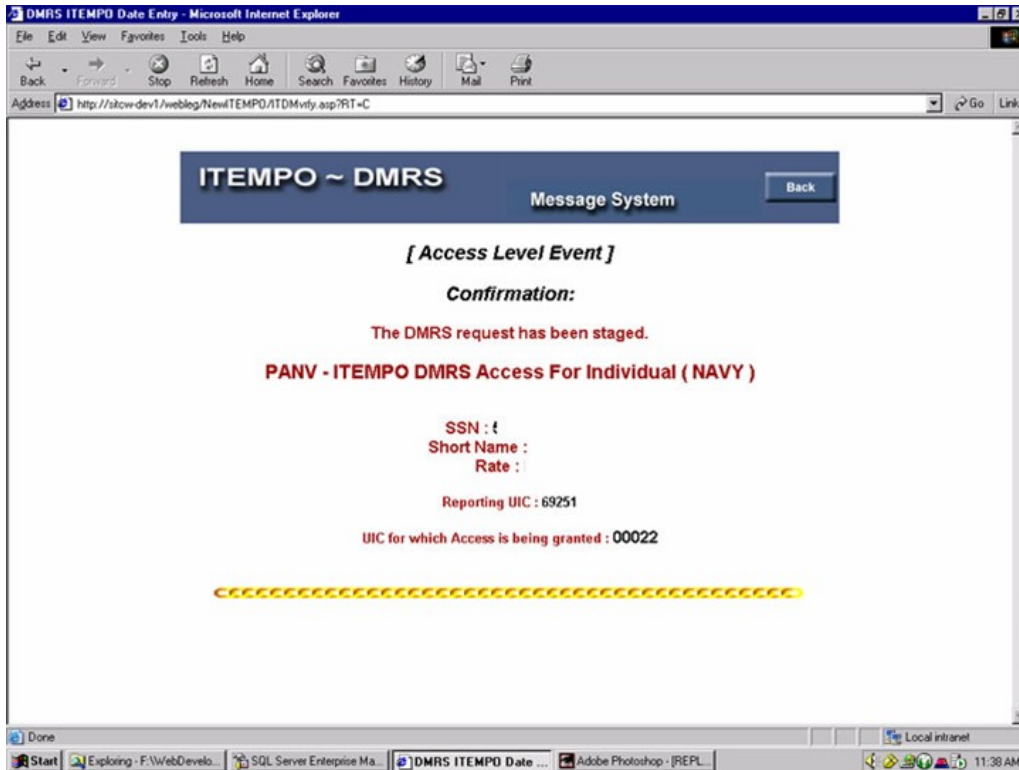
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

Builders - PAOT

- This is an example of an Access for Non-Navy Personnel transaction.
- A valid SSN of a **Non**-Navy member is required.
- The reporting UIC is the UIC of the individual who will be releasing the message.
- The UICs will be checked as being valid.

Builders - PAOT

- Shown is the requested event, the SSN and Name and DOB of the individual for whom access is being requested and the UIC to be reported by.
- Also, the UIC for which the access is being requested must be entered. Any valid UIC is acceptable.

Builders - PAOT

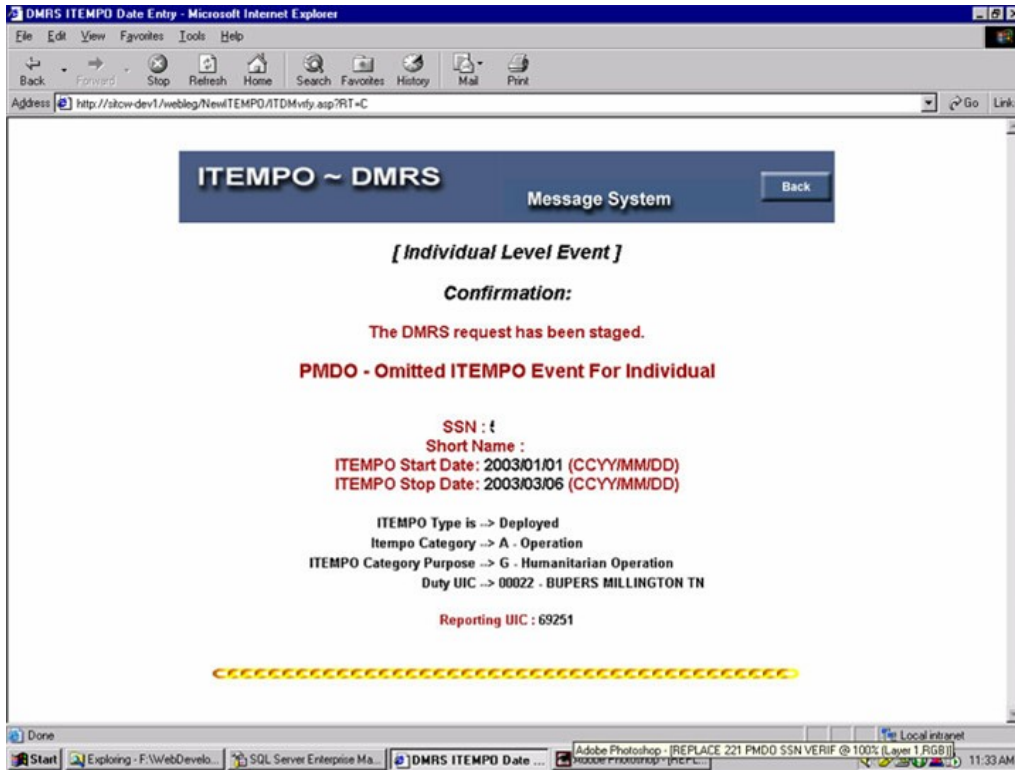- Finally, radio buttons are available to either GRANT or DELETE Access - this transaction can be used to ADD or DELETE access.

Builders - PAOT
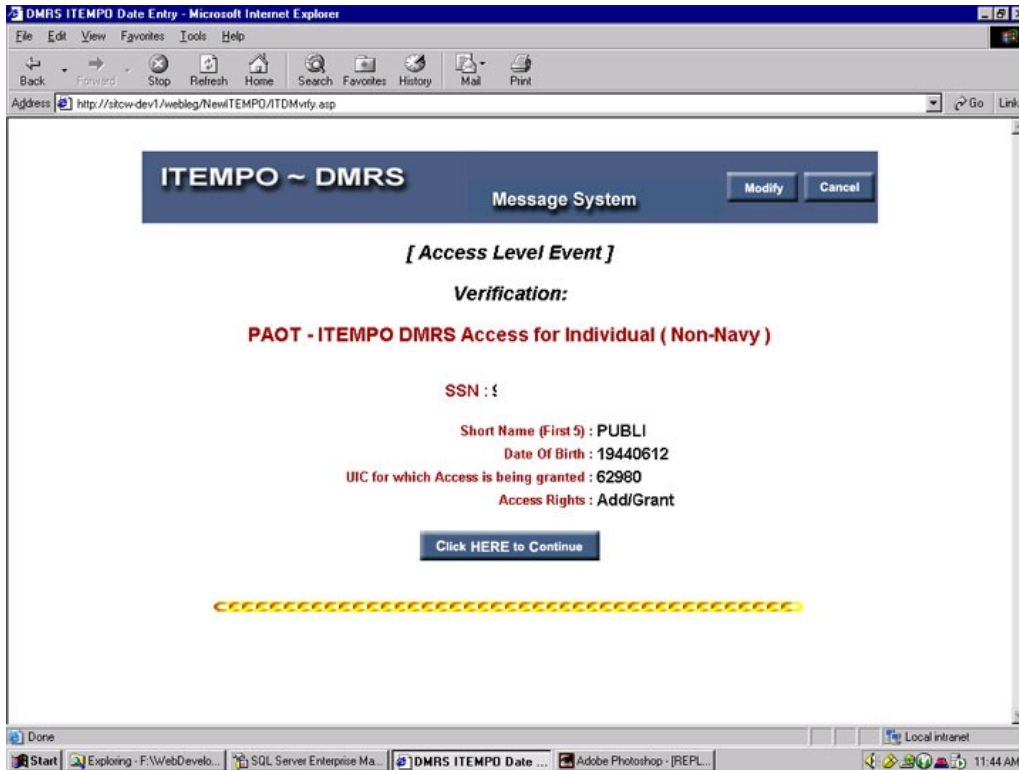
- This is the verification screen, showing the information provided for the PAOT (Individual Access) transaction.

- Use the 'Modify' button to correct any errors noted – or click the 'Click HERE to Continue'.

Builders - PAOT
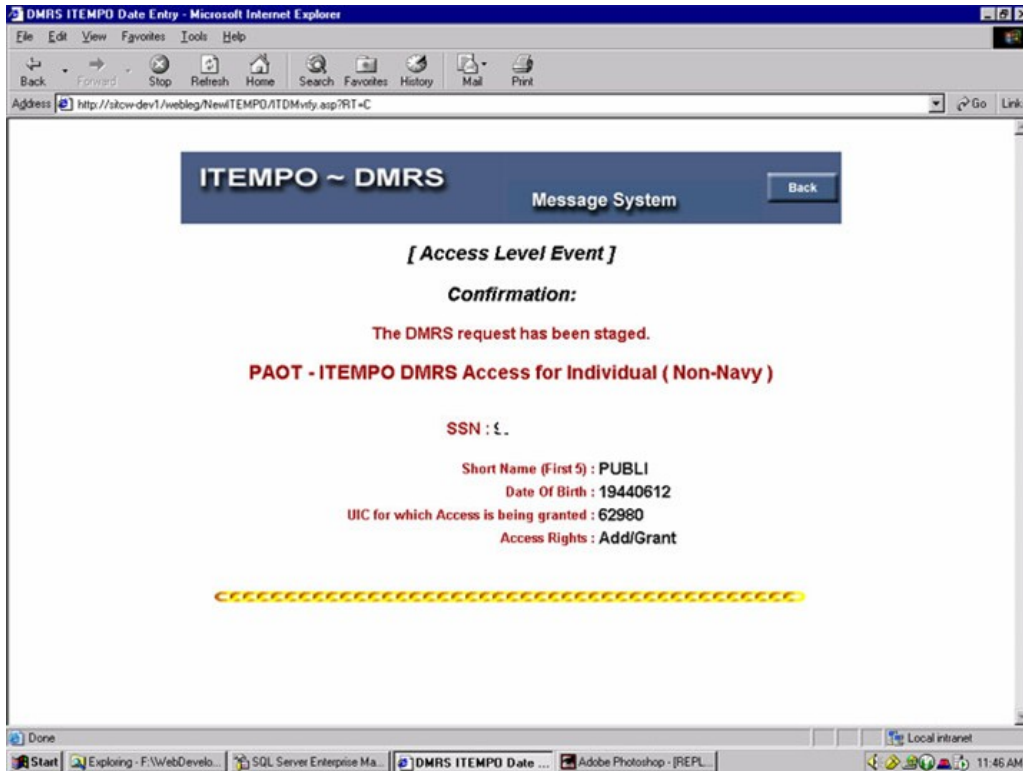
- This screen is the confirmation that you selected 'Click HERE to Continue' from the previous verification screen.

- Only an authorized message releaser for the reporting UIC can cancel, modify or release this request.

ITEMPO Online System

Releaser's Guide

Releasers – Entry
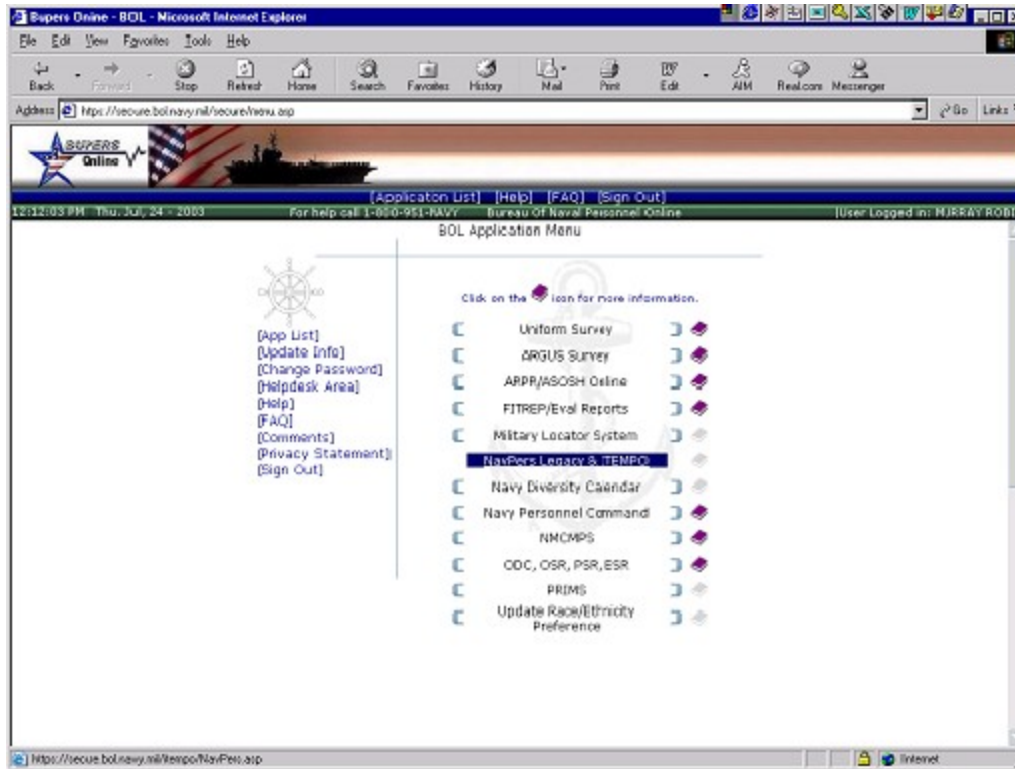
- This is the entry screen for the ITEMPO Online System event releasers.

- Access is through the BUPERS Online (BOL) web site (www.bol.navy.mil).

- To begin, select the **NavPers Legacy & ITEMPO** option

Releasers – Entry
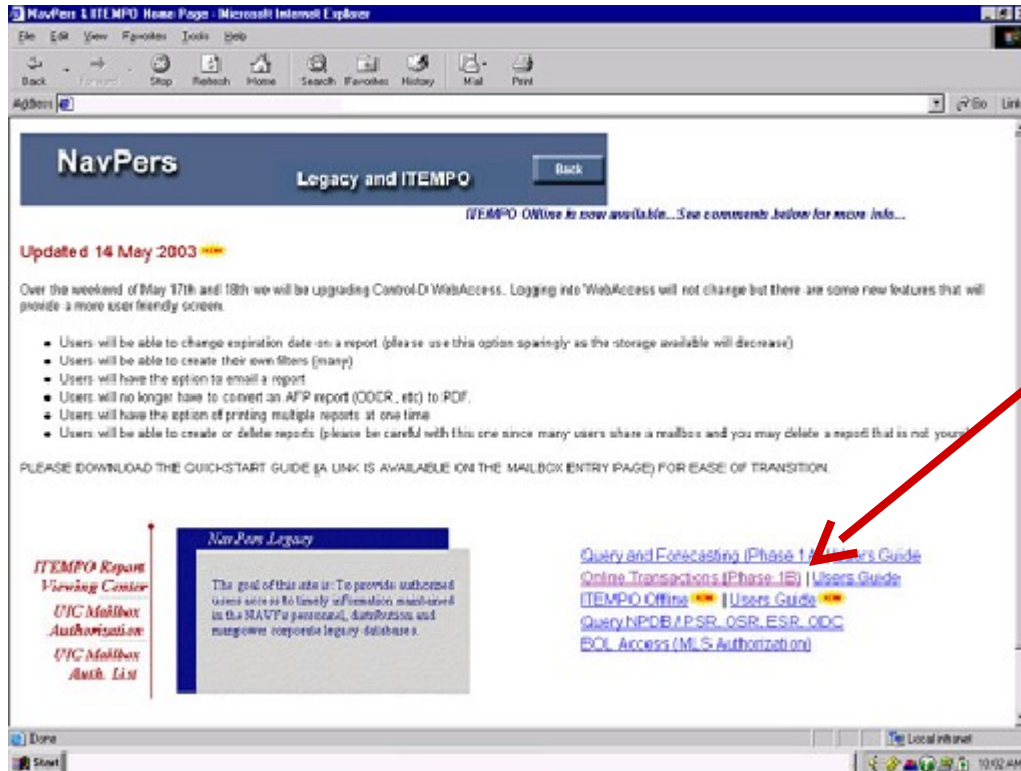
- This is the *NavPers Legacy and ITEMPO* home page.

- Entry for the for ITEMPO Online System event releasers is achieved by clicking on the ITEMPO Online System link.

Releasers – Functions
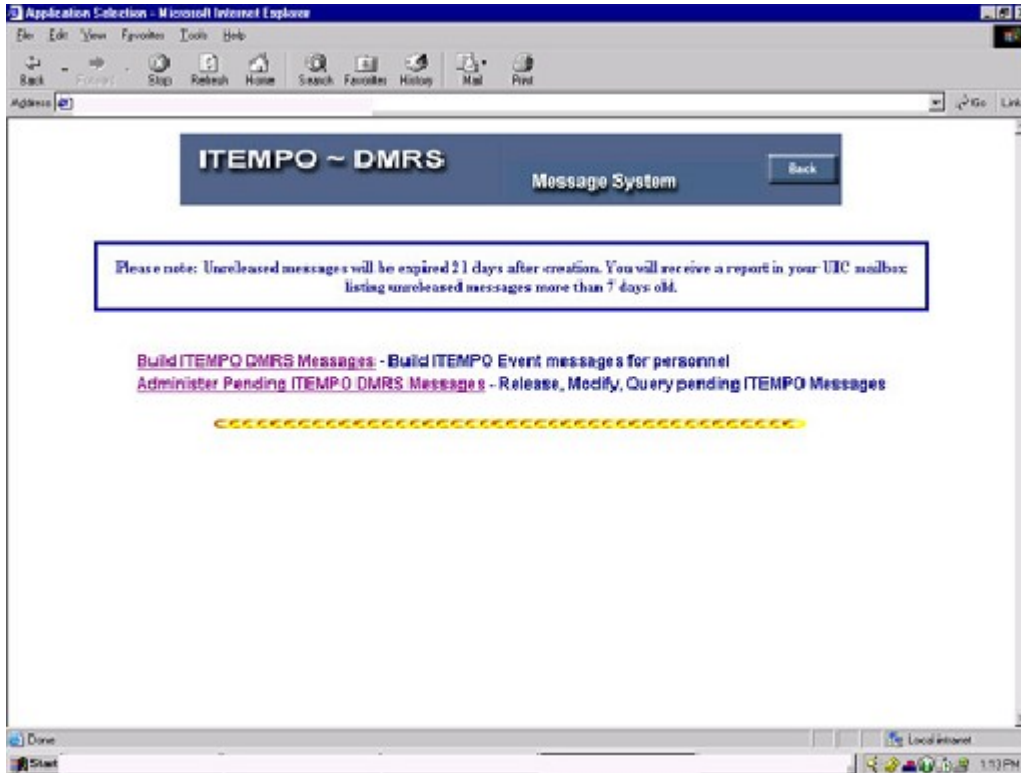
- These are the two functional areas available in Online System -

    Build ITEMPO DMRS Messages

    and

    Administer Pending ITEMPO DMRS Messages

- This section will deal with the latter -

    Administer Pending ITEMPO DMRS Messages

Releasers – Administration
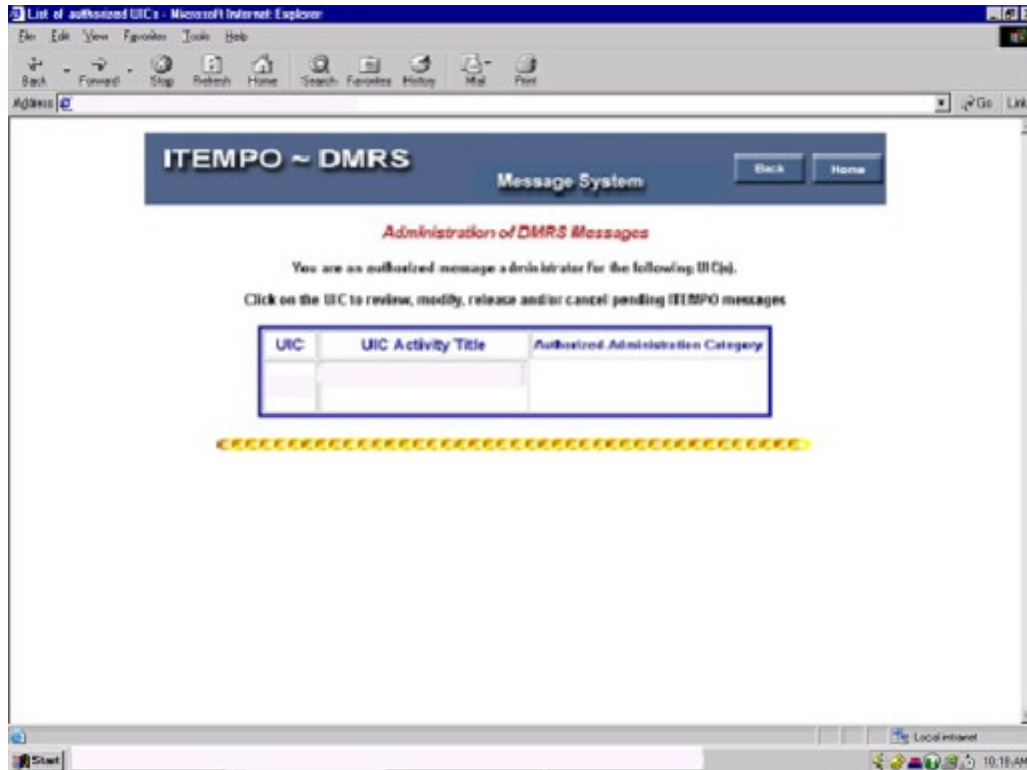
- This is the ***Administration of DMRS Messages*** main screen.
- All UICs which you are an administrator for will be listed here.

Releasers – Administration
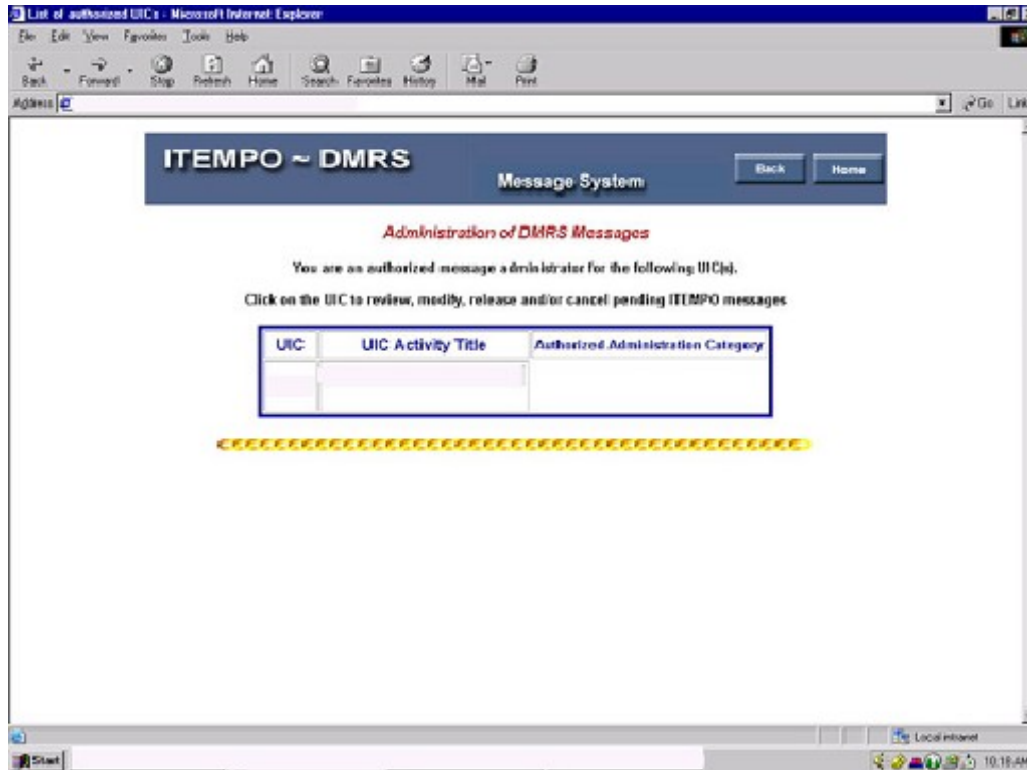
- Administration Rights are granted by UIC Owners. UIC ownership is determined by:
- Billet NOBC - CO, XO, OinCs are automatically owners (as are all flags).
- Online - UIC owners can authorize any other Navy member to be an owner of their UIC through ITEMPO online panels.
- ITEMPO message - ITEMPO "PANV" transactions grant UIC ownership.

Releasers – Administration

- Click on the <u>UIC</u> which you would like to Release, Edit, Cancel or Review Pending ITEMPO DMRS Messages.

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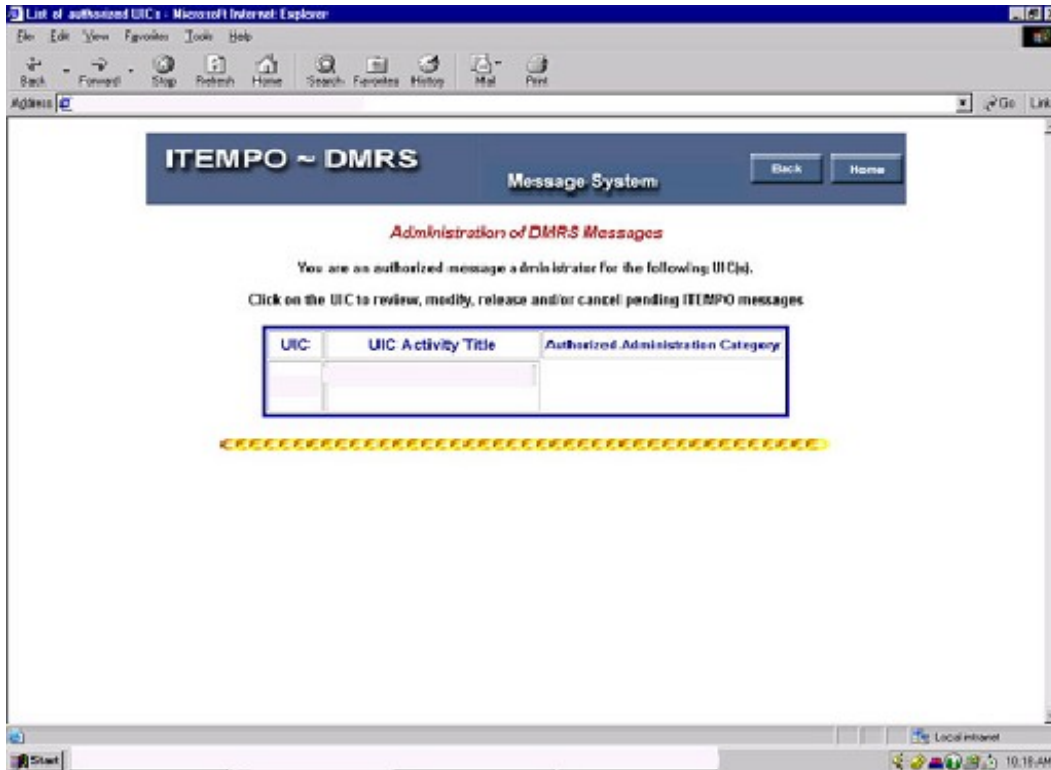
Releasers – Administration

- A list of the Pending ITEMPO DMRS Messages for this UIC will be displayed.

- There are three options to select from:
  - Review / Modify individual messages prior to release/cancellations
  - Release a group or individual message for implementation
  - Cancel (delete) a group or individual message prior to release

Releasers - Review Messages

Select the option –

- **Review individual messages prior to release/cancellation**.
- Click on the radio button next to the message you wish to review.
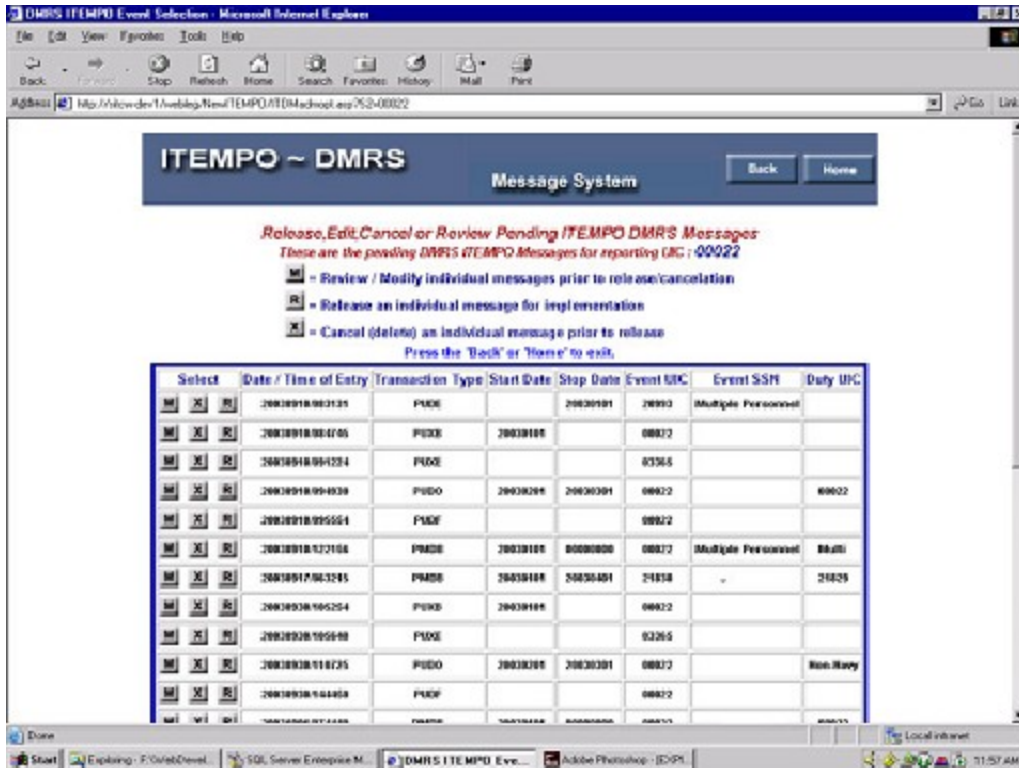
Releasers - Review Messages

- The ITEMPO message in question is displayed, including:
  - Event type - Unit, or Individual, or Access
  - Transaction ID (PUDE in this case)
  - End ITEMPO Event For UIC
  - Duty UIC
  - Reporting UIC
  - Submitters SSN, Name and Rank/Rate

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Releasers - Review Messages

- For events with multiple transactions - in this case:

- End ITEMPO Event for UIC (PUDE) with individuals absent on Return (PMAR), both events will be displayed.

Releasers - Review Messages
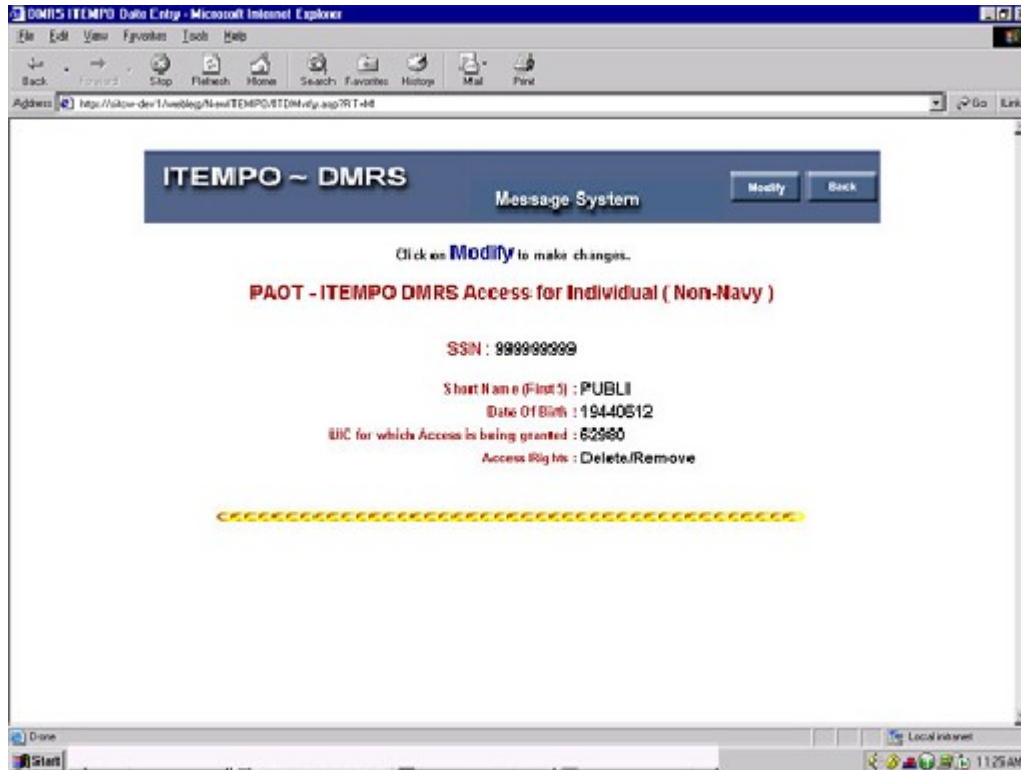
- For Access Level events:
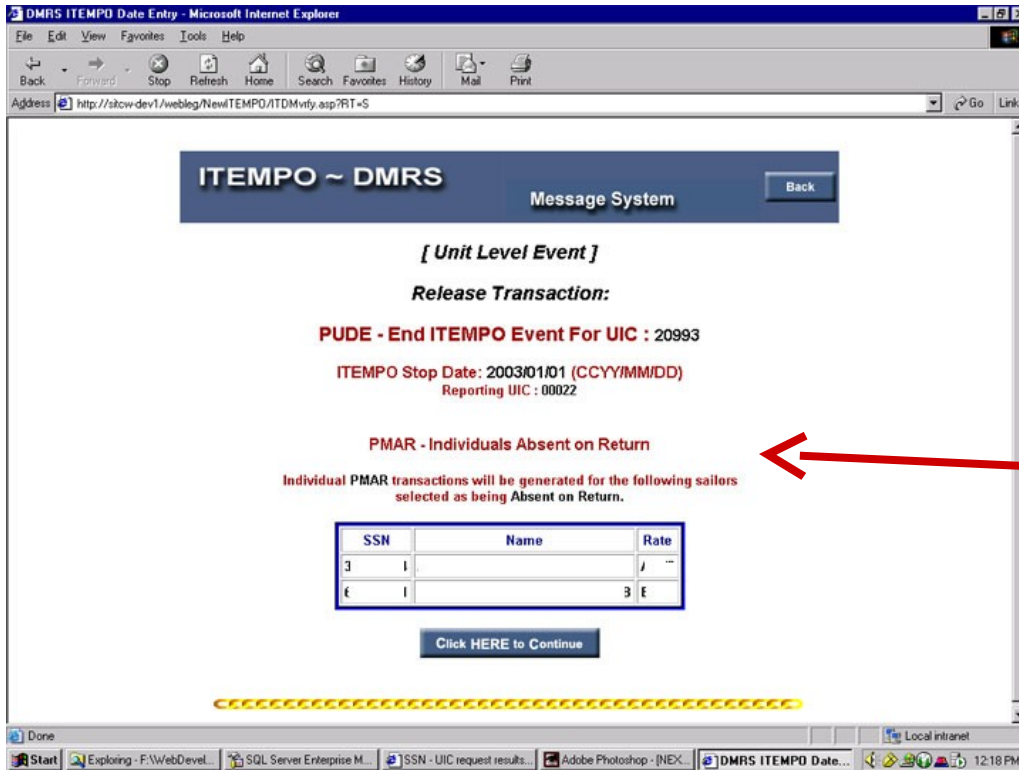 - The SSN and Name will be displayed as well as the the reporting UIC and the individual's UIC.

Releasers - Modify Messages

Select the option -

- **Modify individual messages prior to release.**
- Click on the radio button next to the message you wish to modify.

Releasers - Modify Messages

- Some messages can not be modified except for the submitting UIC - as is the case in the PMXE event.
- The 'Modify' Button offers the option of resetting the original value or submitting the change request.

Releasers - Modify Messages

- After selecting the "Modify" button, select the individuals that should be removed from this event by clearing the checkbox.

- Then select the "Click HERE to Continue" to verify transaction.

Releasers - Modify Messages
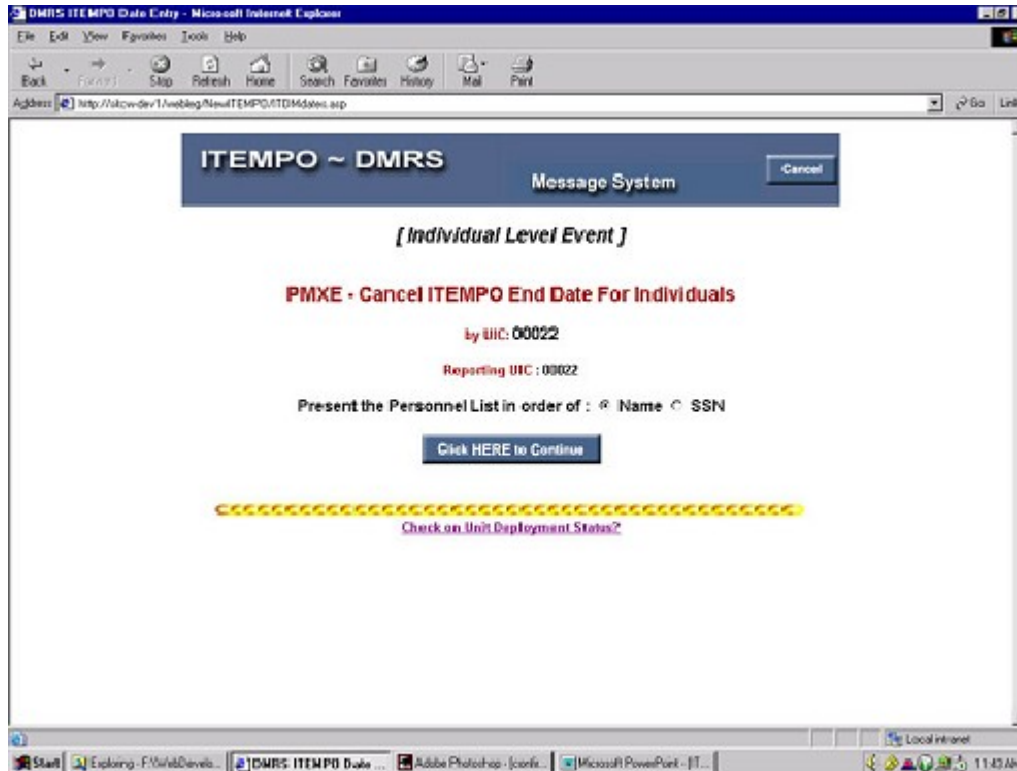
- After selecting the "Click HERE to Continue" from previous page. Select how to present the list of personnel in Name or SSN order.

- Then select the "Click HERE to Continue".

Releasers - Modify Messages

- Select the individuals that should be added to this event.
- Then select the "Click HERE to Continue" to verify transaction.

Releasers - Modify Messages

- Select the "Click HERE to Continue" to verify transaction.
- Select "Modify" to make changes or "Cancel" to return to Release Screen.

Releasers - Modify Messages
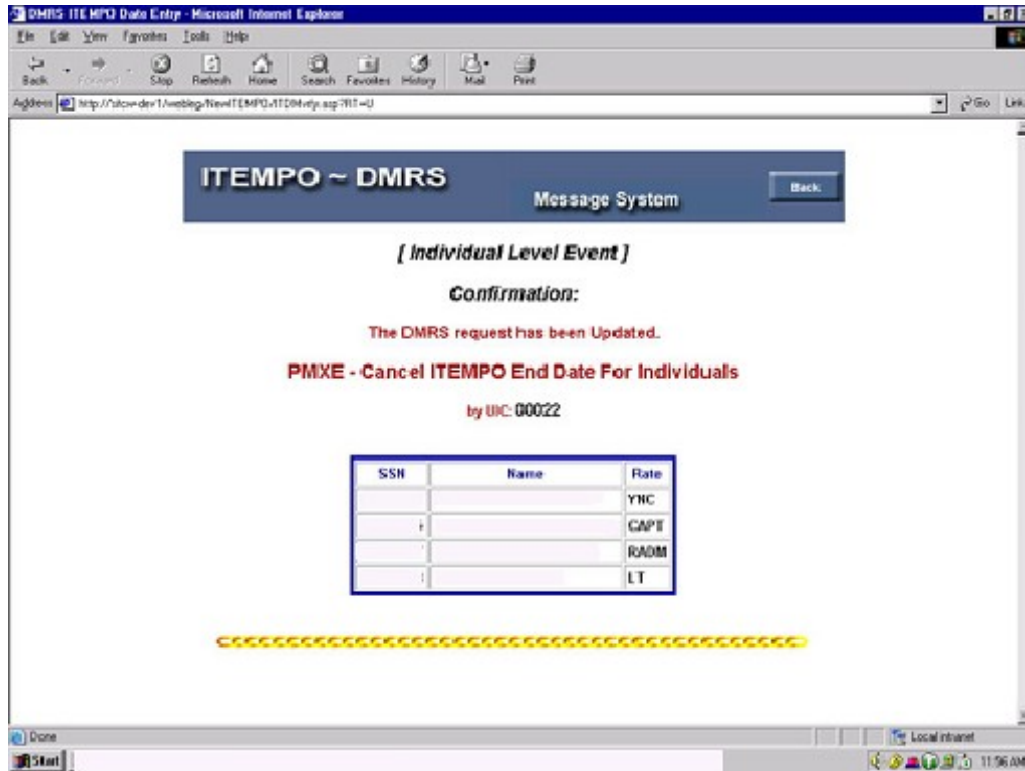
- This is the confirmation screen showing DMRS PMXE transaction has been updated.
- Select the "Back" button to continue return to pending messages for process screen.

Releasers - Release Messages

Select the option -

- Release a group or individual message for implementation.

- Click on all the check box(es) next to the message(s) you wish to release.
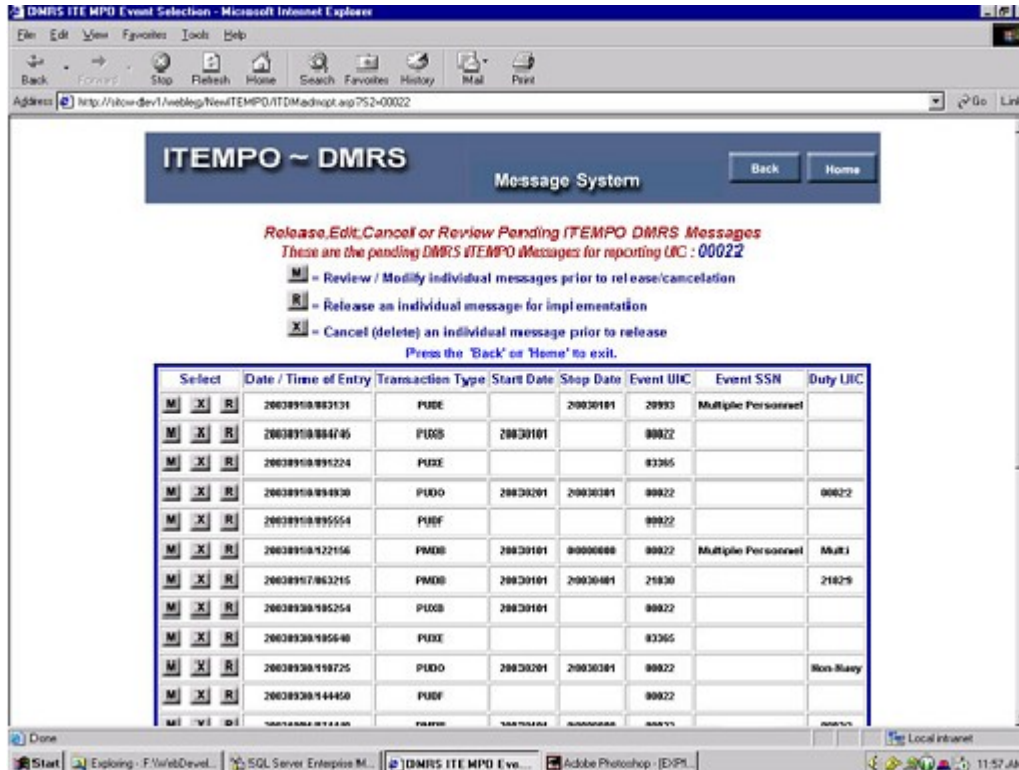
Releasers - Release Messages
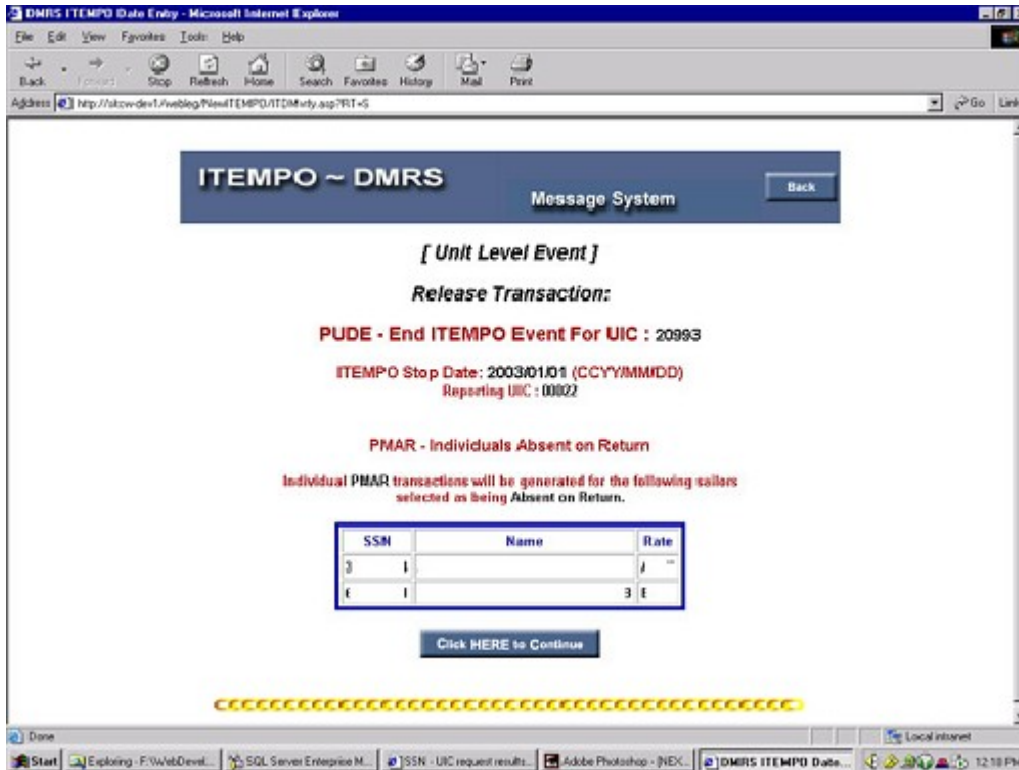
- This is the Verification Screen. Displayed are the transactions selected in the previous Message Implementation Screen.

- Two options exist - Click on the 'Back' button to cancel the request or click on the 'Click HERE to Continue' button to verify.

Releasers - Release Messages

- This is the Confirmation Screen. Displayed are the transactions selected in the previous Message Verification Screen.

- Once daily, all confirmed messages will be FTPed from the WEB server to the ITEMPO mainframe for update and reporting.

- Exit from this screen is via the back button.

Releasers - Cancel Messages

Select the option -

- Cancel (delete) a group or individual message prior to release.

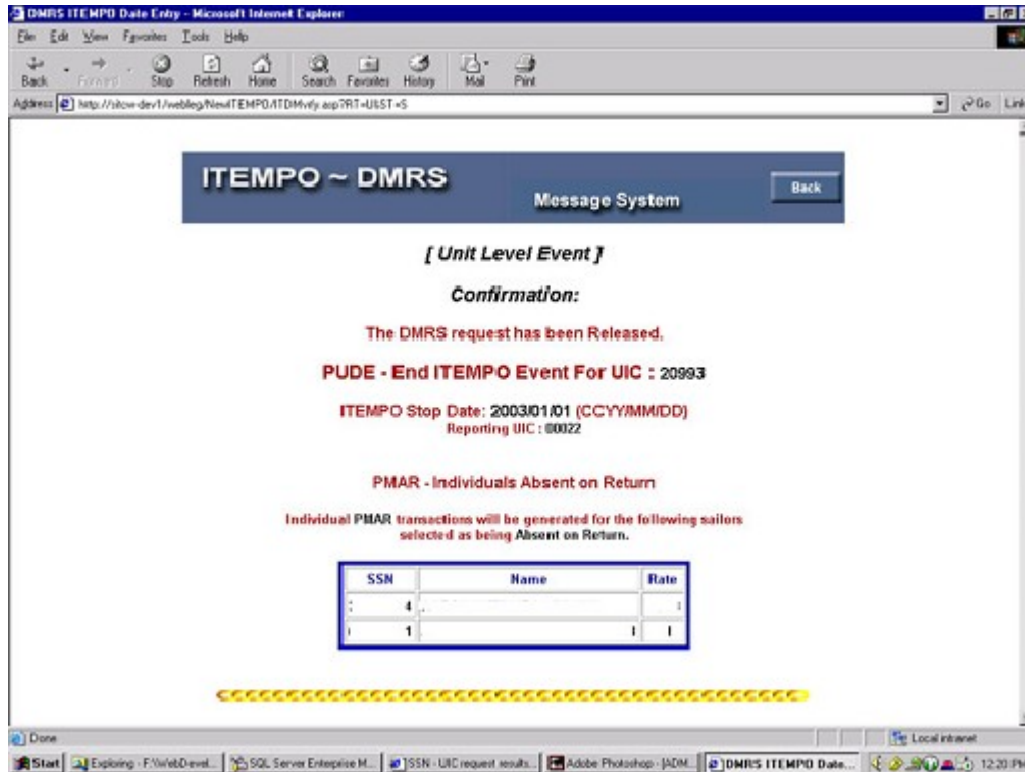- Click on all the check box(es) next to the message(s) you wish to delete.

Releasers - Cancel Messages

- This is the Verification Screen. Displayed are the transactions selected in the previous Message Cancellation Screen.

- Two options exist - Click on the 'Back' button to cancel the request or click on the 'Click HERE to Continue' to process cancellation.
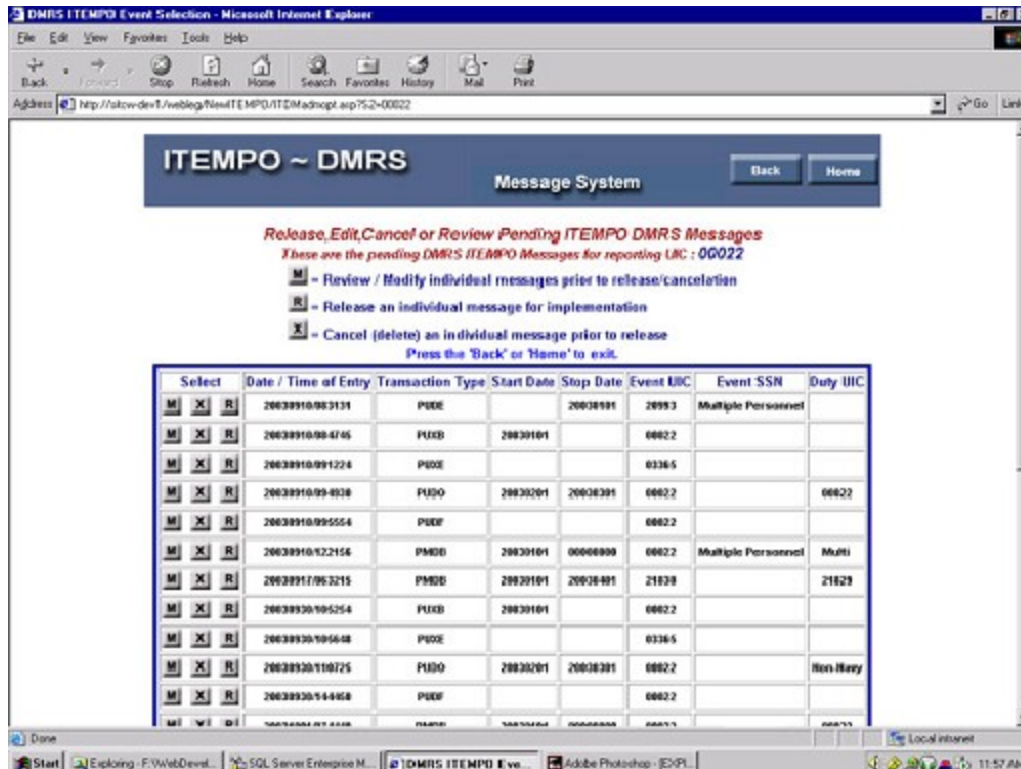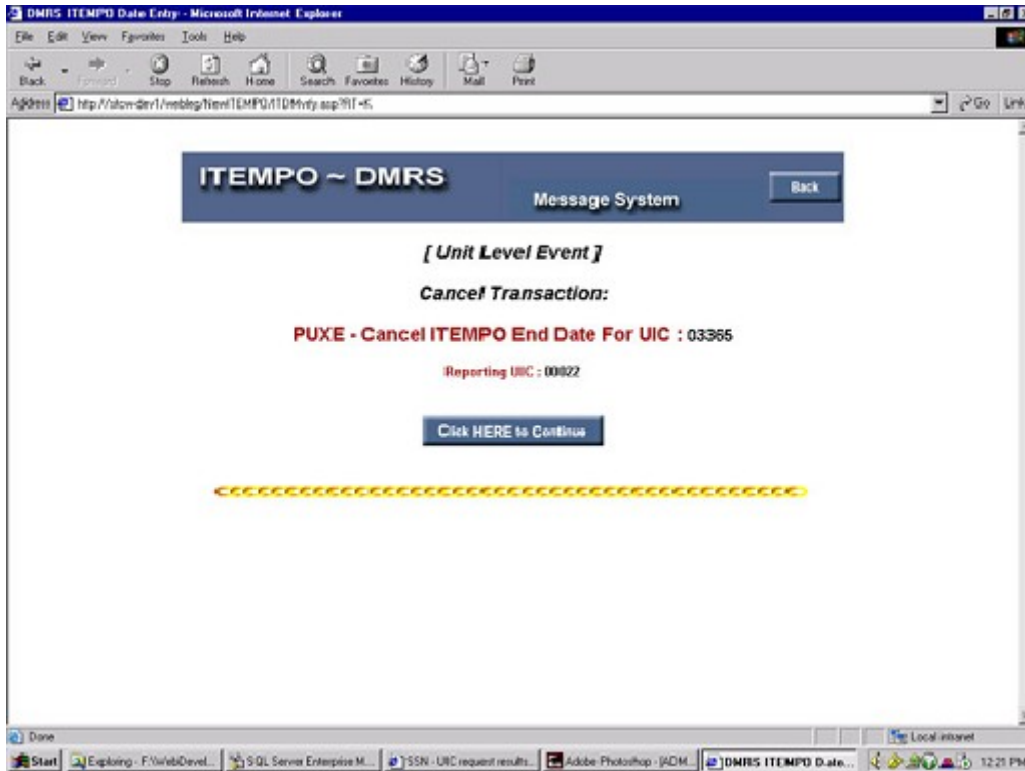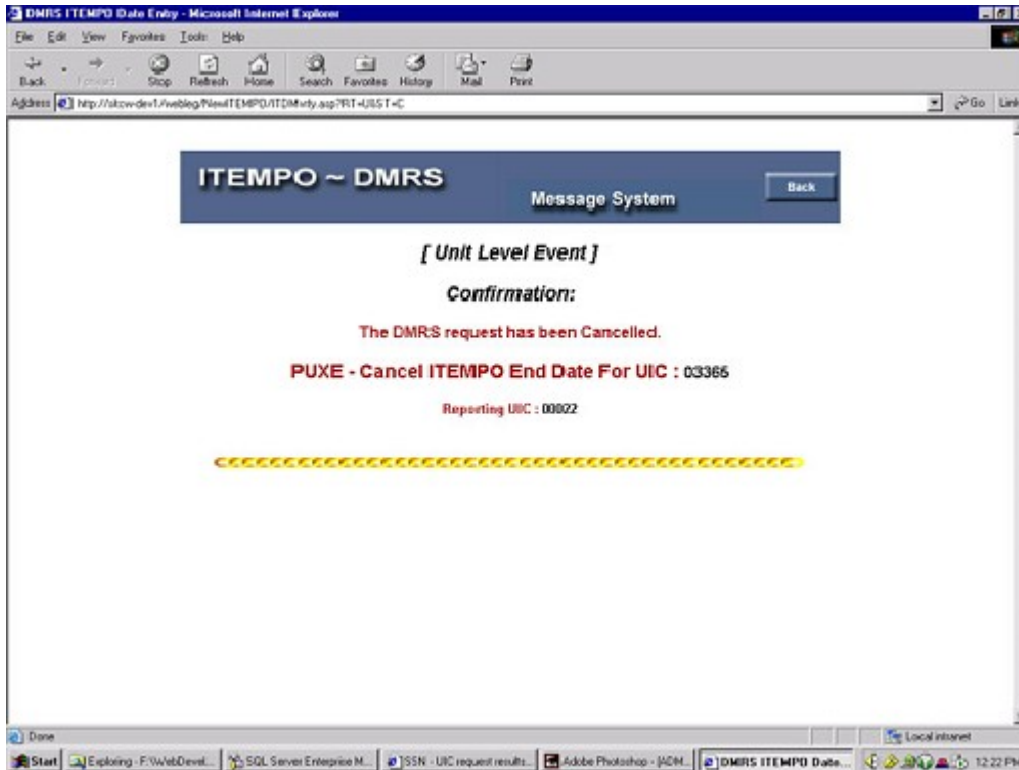
Releasers - Cancel Messages

- This is the Confirmation Screen. Displayed are the transactions selected in the previous Message Cancel Verification Screen.

- These messages have been cancelled and will not be processed.

- Exit from this screen is via the back button.

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